Purpose

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Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Compensation Information** page in located on the *My Team* workset in MSS. Managers will use the **Compensation Information** page to find basic salary information about their employees.

The General Information page includes the following sections:

Employee Search - A tool that resides at the top of the screen and is where the manager sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.
General Data - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.
Salary Data - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

Trigger

Use this service in Manager Self-Service (MSS) to display the Compensation Information page.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Employee Information ➔ Compensation Information

Transaction Code

MSS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.
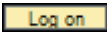
Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:

MySCEmployee
powered by **SCEIS**

Welcome South Carolina State Employees

User ID *

Password *

Log on

STATE INFORMATION TECHNOLOGY

BCB
SC BUDGET AND CONTROL BOARD

| SCEIS Service Desk | FAQ | System Messages | Privacy & Security Policy | Legal |

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2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button Log on .

After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

5. Click the **Manager Self-Service** tab [Manager Self-Service] .

MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Compensation Information** page by expanding the folders down the tree structure.

The **Compensation Information** page consists of the following sections:

Employee Search - A tool that resides at the top of the screen and is where the manager

sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.

General Data - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.

Salary Data - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

7. Scroll to the top of the page to use the **Employee Search** tool.

Managers can change the display for the list of employees by selecting the drop-down from the Employee Selection or Display.

- **Employee Selection** - Select 'Direct Reports' to show all directly reporting employees in the manager's org unit. Select 'All Employees' to also include the employees in the lower-level org unit (if applicable).
- **Display** - Select 'Organizational Information' to display the employees' basic data from the org structure. Select 'Employee Data' for minimal employee information.

The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button/function.

8. From the **Employee Search** section, click the link of an employee to display his/her information in the lower sections of the page.

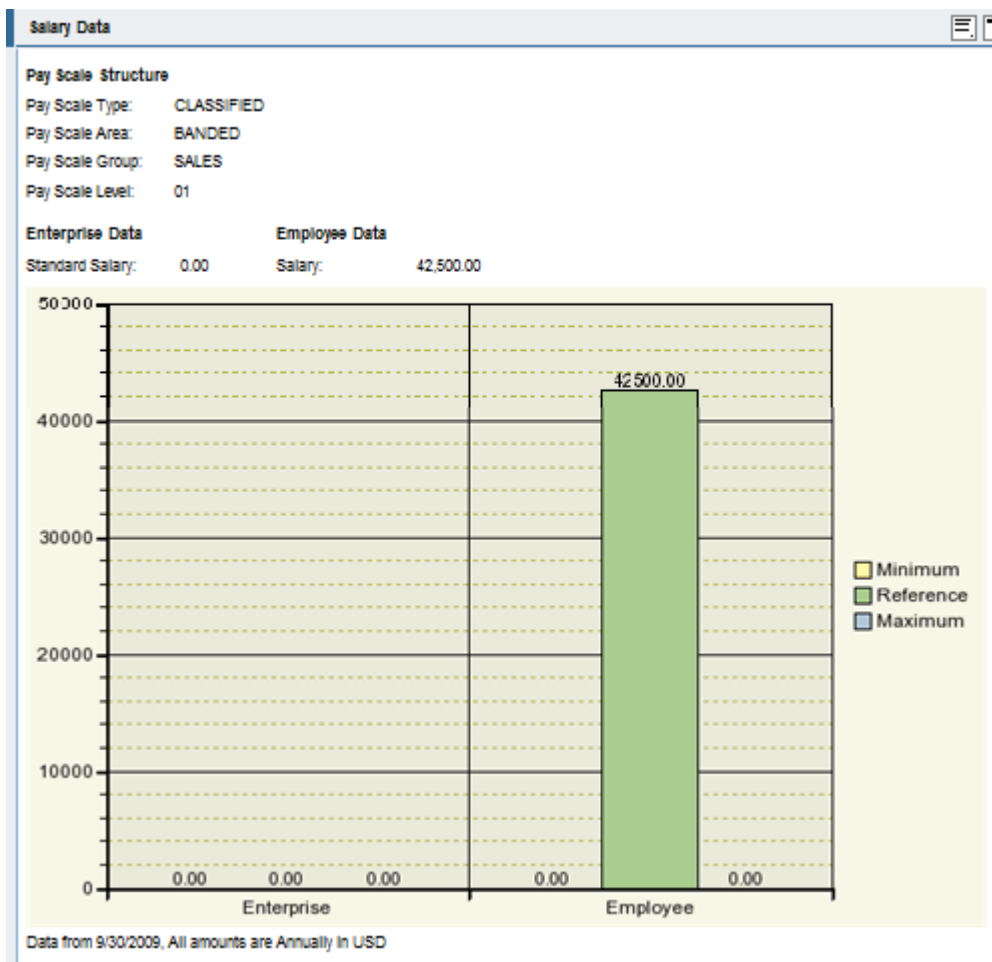**9.** Scroll down the page to the **General Data** section of the page:

The **General Data** section is divided into four quadrants: General Info, Communication Data (work contact information), Organizational Assignment (position title, department, etc.), and Personnel Structure (Agency and type of employee).

9.1. To display an employee's history in the org structure (e.g. previous position, org unit, manager, etc.), click Organizational Assignments .

Organizational Assignment

Position PROGRAM COORDINATOR IIFrom 1/1/2009

Organizational Unit: AGRICULTURAL SERVICES DIVISION
Manager: Michael M. Carroll
Telephone:
Room:
E-Mail: SCEIS_NOTIF@SCEIS.SC.GOV

10. Scroll to right side of the page to the **Salary Data** section:

Salary Data

Pay Scale Structure

Pay Scale Type:	CLASSIFIED
Pay Scale Area:	BANDED
Pay Scale Group:	SALES
Pay Scale Level:	01

Enterprise Data   **Employee Data**

Standard Salary: 0.00   Salary: 42,500.00

Data from 9/30/2009, All amounts are Annually In USD

The **Salary Data** section displays the employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

Result

You have displayed the **Compensation Information** page for your employees.